

~~SECRET~~

19 April 1950

TO : TRD
FOR : ADSO and ADPC
VIA : COS/OPC, EXO/OSO
FROM : Chief, Assessment Staff
SUBJECT: Clerical Slots for the Assessment Staff

1. The T/O of the Assessment Staff at the present time comprises ten persons, as follows:

ILLEGIB

ILLEGIB

No.	Title
1	Chief, Assessment Staff
5	Junior and Senior Psychologists
1	Administrative Assistant
1	Statistical Analyst
1	Statistical Assistant/Clerk-Stenographer
1	Clerk-Stenographer

2. Of the positions listed in paragraph 1, those employed and on duty, including one person in training, are as follows:

ILLEGIB

No.	Title
1	Chief, Assessment Staff
3	Junior and Senior Psychologists
1	Administrative Assistant
1	Statistical Analyst
1	Clerk-Stenographer

3. Assessment reports are often delayed because sufficient clerical assistance is not available. One full-time clerk-stenographer on the present Assessment Staff has not been adequate to carry the clerical load, even with frequent help from both TRD and OPC. In the next few months the statistical assistant/clerk-stenographer will be added to the Assessment Staff, but it is anticipated that the clerical load will increase because two psychologists will also be added.

4. On 18 April 1950 the TRD Policy Committee recommended that the following clerical positions be authorized for the Assessment Staff:

- Two clerk-stenographers at GS-5
- One clerk-typist at GS-3

Document No. 002
NO CHANGE in Class. ☐
☐ DECLASSIFIED
Class. CHANGED TO: TS S C
DDA Memo, 4 Apr 77
Auth: DDA Memo, 77/1003
Date: 23/3/78 022

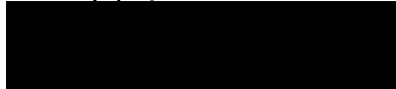
~~SECRET~~

~~SECRET~~

-2-

5. With the addition of these three clerical assistants, it will make it possible for the Chief of the Assessment Staff to have a full-time clerk-stenographer assigned to him; two of the other clerk-stenographers will serve four psychologists; the remaining clerk-stenographer will serve one psychologist and assist the statistical analyst in computations and in scoring. The clerk-typist will work with the administrative assistant and help her do so much of the detailed work that is required in processing assessment requests, reports, and files.

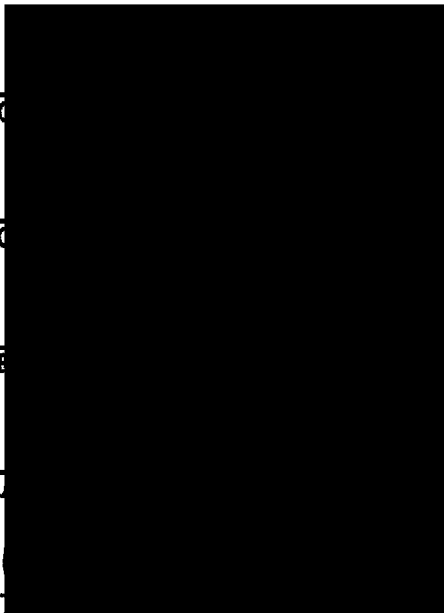
25X1A9a



Chief, Assessment Staff

WJM/mje

Concurrences:



25X1A9a

for

ADFO

27 April 50

Date

1 May 50

Date

12 May 1950

Date

12 May 1950

Date

16 May 50

Date

~~SECRET~~